

Message Text

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PAGE 01 QUITO 04687 142254Z
ACTION ARA-14

INFO OCT-01 ISO-00 AID-05 /020 W
-----059311 150408Z /13
R 142202Z JUL 77
FM AMEMBASSY QUITO
TO SECSTATE WASHDC 5060

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JOINT EMBASSY/USAID MESSAGE

DEPT PASS TO AID

FOR ARA/EC

FOR AID/SA/LA AND AID/LA/EMS

REFS: (A) STATE 156066 (D) QUITO 2294

E.O. 11652: N/A
TAGS: AMGT EC
SUBJ: USAID STAFFING

1. EMBASSY AND USAID HAVE REVIEWED FAAS 1 AND DETERMINED THOSE BAR MINIMUM ADMINISTRATIVE SUPPORT SERVICES WHICH MUST BE PROVIDED THE AID AFFAIRS OFFICE, NOT INCLUDED UNDER CURRENT FAAS AGREEMENT.

2. PERSONNEL SERVICES. EMBASSY WILL ASSUME NEW RESPONSIBILITIES FOR FULL RANGE OF SERVICES FOR AMERICAN AND LOCAL PERSONNEL MANAGEMENT, INCLUDING TRAVEL SERVICES, AND WILL REQUIRE AN ADDITIONAL DAS POSITION FOR THIS PURPOSE.

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3. BUDGET AND FISCAL SERVICES. THERE ARE A VARIETY OF ACCOUNTING AND FISCAL ACTIVITIES, INCLUDING PREPARATION OF LOCAL PAYROLL, WHICH JUSTIFIES A FULL-TIME ACCOUNTANT WITH A KNOWLEDGE OF FISCAL PROCEDURES NOT USED IN EMBASSY B&M OPERATION. GENERAL DIRECTION AND SUPERVISION CAN ONLY BE GIVEN IN SOME AREAS BY QUALIFIED AID CONTROLLER. EMBASSY RECOM-

MENDS AND USAID-QUITO CONCURS, THAT AID AFFAIRS OFFICE BE AUTHORIZED AN ADDITIONAL LOCAL POSITION FOR THIS PURPOSE TO BE SUPERVISED ON TDY BASIS FROM ADJACENT POSTS PER REFTEL (B). THE EMBASSY CAN RECEIVE AND PROCESS ALLOWANCE REQUESTS WITHIN EXISTING STAFF.

IT IS RECOMMENDED THAT AID AFFAIRS OFFICER BE DESIGNATED AS CERTIFYING OFFICER AND BE GIVEN APPROPRIATE BRIEFING BY AID/SER/FM/CAD PRIOR TO HIS ARRIVAL IN QUITO.

4. GENERAL SERVICES. ADDITIONAL GSO SERVICES UNDER FAAS WILL INCLUDE PROPERTY MANAGEMENT, INVENTORY, PROCUREMENT, SUPPLY, CONTRACTING, LEASING, SHIPPING AND CUSTOMS AND BUILDING OPERATING SERVICES WHICH WILL REQUIRE AN ADDITIONAL DAS POSITION. (TRANSPORTATION REQUIREMENTS COVERED BELOW.)

5. COMMUNICATION SERVICES. USAID WILL NEED MESSENGER SERVICE BETWEEN EMBASSY AND USAID BUILDING. EMBASSY HAS NEITHER THE MANPOWER NOR THE VEHICLE AVAILABLE TO RENDER THIS SERVICE OR TO MEET ANY USAID TRANSPORTATION NEEDS. IF USAID CAN PROVIDE VEHICLE AND CHAUFFER-MESSENGER POSITION UNDER FAAS, THE EMBASSY WILL ASSUME RESPONSIBILITY FOR MOTOR POOL AND MESSENGER SERVICE.

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HEALTH SERVICES. EMBASSY HEALTH UNIT CAN PROVIDE ASSISTANCE IN HOSPITALIZATION, MEDEVAC AND OTHER MEDICAL SERVICES FORMERLY PROVIDED BY USAID EXECUTIVE OFFICER WITHIN CURRENT RESOURCES.

. EMBASSY HAS MADE IT CLEAR TO USAID THAT WITH THE LOSS OF THE SECOND SECRETARIAL POSITION IN THE POLITICAL SECTION, IT WILL BE IN NO POSITION TO ASSIST IN THE PREPARATION OF CLASSIFIED CORRESPONDENCE AND/OR CABLES.
CORR

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NNN

Message Attributes

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